

6 March 1985

45-3

MEMORANDUM FOR: See Distribution

STAT FROM:

Chairman, Facilities Management Board

SUBJECT: Appointment of Facilities Management Board
Member

1. The Configuration Management (CM) system at Headquarters was officially started on 4 March 1985 by the Headquarters Management Board (HMB) when it approved the Configuration Management Plan (CMP). The next vital step in this process is the establishment of the subordinate Facilities Management Board (FMB) which will control changes to the critical operational spaces and technical systems of Headquarters. Membership of the FMB will consist of representatives of the DI, DO, and DS&T and representatives from OL, OC, OIT, OS, and the Safety Staff.

2. At this time, it is anticipated that the FMB will regularly meet every two weeks for about two hours to review proposed facility changes, and will occasionally meet for emergency sessions. As the Chairman of the FMB, I request that you nominate one regular member of the board and an alternate to represent your official responsibilities and concerns relative to facilities. Please provide the names and phone numbers of your nominees not later than 20 March 1985 so that we may arrange our first FMB meeting not later than 28 March.

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Deputy Director for Science & Technology
Deputy Director for Intelligence
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